

VRIS UPDATE

Training Requests Effective: January 12, 2010 Number

SUMMARY OF UPDATES

The Training Request form has been changed to reflect the change in approvals. Office Directors will approve no cost training. Cost training will be sent to Cheryl Ferree at State Office for Director/Deputy Director approval. Once cost training has been approved Cheryl will notify the Office Director and staff wishing to attend in order for them to send in the registration.

VRIS POSTING

Printed/Marketing Materials, Administrative Forms

FORMS REVISED

[Training Request](#)
QUEST UPDATE

none

MONITORING REQUIREMENTS

none

TEAM COMMUNICATION

Discuss new procedure at staff meeting and replace any printed training request forms with this new one.

LEADERSHIP CONTACT

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